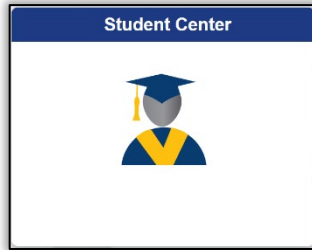




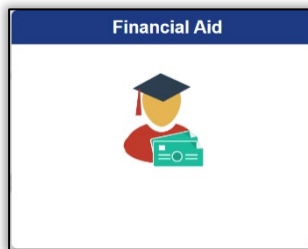
ACCEPT, REDUCE, OR DECLINE YOUR OFFERED FEDERAL WORK-STUDY OR OFFERED FEDERAL DIRECT LOANS

STEP# 1: Login to CUNYfirst at <https://home.cunyfirst.cuny.edu>.

STEP# 2: Student Center Tile



STEP# 3: Click on the **Financial Aid** Tile



STEP# 4: Confirm the financial aid year that you wish to review at the top left section of the page. Students will only have the option to accept and decline direct loan and federal work-study offers. All grant aid and scholarships are automatically packaged as offered and accepted and do not require action on this page.

STEP# 5: Navigate to **Awards** on the left sidebar to open the dropdown menu, click on **Accept/Decline**

Financial Aid

20XX-20XX [Change](#)

Brooklyn College

Financial Aid Summary

Awards

Accept/Decline 3

Disbursements

Outside Aid

Financial Aid

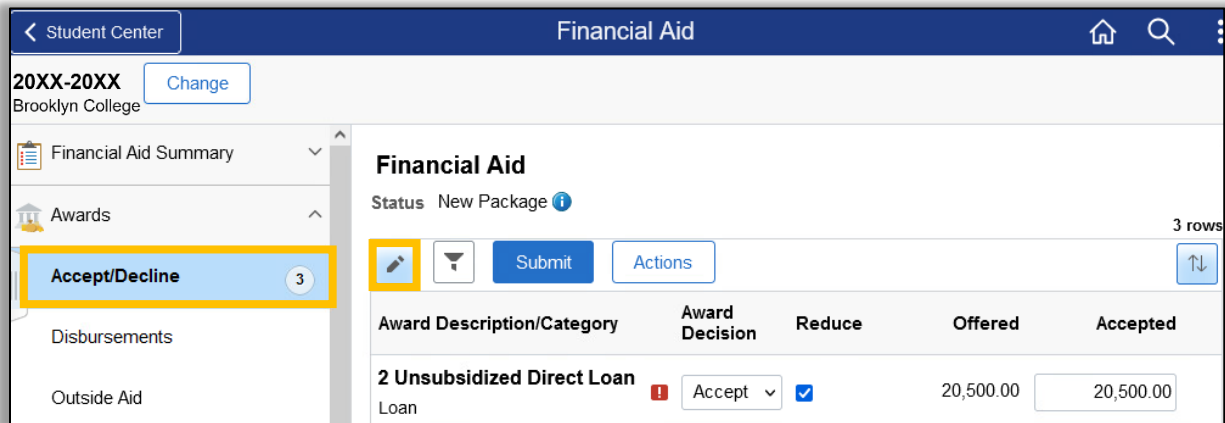
Status New Package ⓘ

3 rows

[Submit](#) [Actions](#)

Award Description/Category	Award Decision	Reduce	Offered	Accepted
2 Unsubsidized Direct Loan	Accept	<input checked="" type="checkbox"/>	20,500.00	20,500.00

STEP# 6: Click on the **Pencil icon**  to activate the **Submit** and **Actions** buttons.



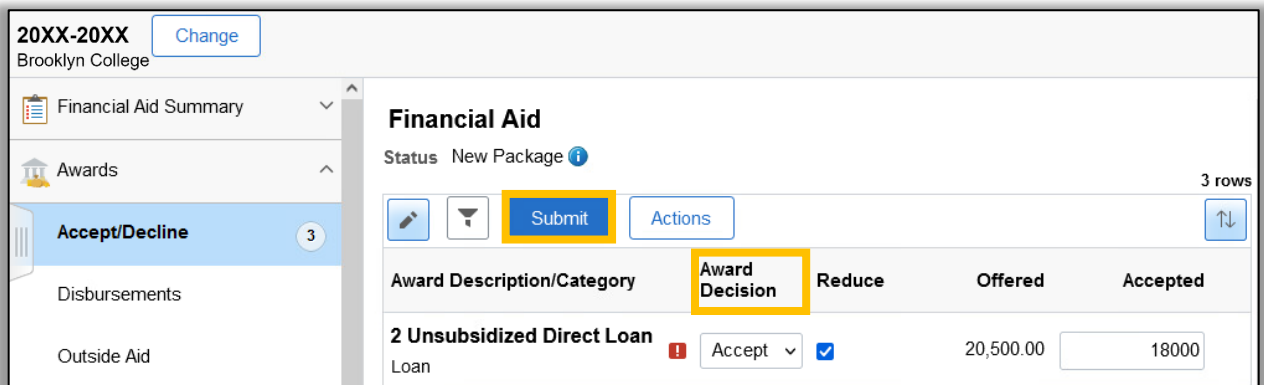
The screenshot shows the 'Financial Aid' page for a 'New Package'. The left sidebar has 'Accept/Decline' highlighted in yellow with a '3' in a circle. The main table has a header row with columns: 'Award Description/Category', 'Award Decision', 'Reduce', 'Offered', and 'Accepted'. The first row is '2 Unsubsidized Direct Loan' with 'Loan' below it. The 'Award Decision' column has a dropdown menu set to 'Accept' and a checked 'Reduce' checkbox. The 'Offered' column shows '20,500.00' and the 'Accepted' column shows '20,500.00'. Above the table are buttons for 'Submit' and 'Actions', and a pencil icon is highlighted in yellow.

STEP# 7: Click on the dropdown option under the **Award Decision** column.

From the dropdown you can choose to accept, decline, or reset. If you want to reduce the award you must first select the **Accept** option from the dropdown menu (this will activate the reduce check box) and then click on the **reduce check box**. The dollar amount will be adjustable in the **accepted column** and allow you to lower the amount.

The **reset** option allows you to start over again before you finalize your submission.

The **decline** option allows you to set the offer to \$0.



This screenshot is similar to the previous one, but the 'Award Decision' dropdown menu is highlighted in yellow. The 'Accepted' amount in the table has been changed from '20,500.00' to '18000'. The 'Submit' button is also highlighted in yellow.

The **Actions** button will allow you to accept all, decline all or reset all.

STEP# 8: Click the **Submit** button to finalize your decision.